

Performance & Development Solutions (PDS) Online Learning Registration Form

(PLEASE PRINT)

Instructions

- 1) Fill out the following enrollment form and submit.
- 2) A Username, Password, and directions will be issued to you by email.
- 3) At the end of your registration period, an activity report will be issued and the account deactivated.

User Information

Name (printed): _____ SS #: _____

Email: _____ Preferred Password (optional): _____

Department: _____ Work Phone: _____

FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:

Non-State Agency/Organization: _____ E-Mail: _____

Contact: _____ Work Phone: _____

Address: _____ City/Zip: _____

Please Select:

- ☐ 1 course for 1 month (\$50.00) ☐ 3 courses for 2 months (\$120.00) ☐ 5 courses for 3 months (\$160.00)
☐ 2 courses for 1 month (\$90.00) ☐ 4 courses for 2 months (\$145.00)

Please list course(s) below

	Course Number	Course Title	Completion Date (For PDS Use Only)
1.			
2.			
3.			
4.			
5.			

The following signatures indicate approval of the course(s) and agreement to not disclose the assigned username and password to unauthorized users.

Employee Signature _____ *Date*

Supervisor Signature _____ *Supervisor Name* _____ *Date*

Training Liaison Signature (State Employee Only) _____ *Training Liaison Name* _____ *Date*

Please return the completed form to:

State Employees: Your agency's Training Liaison

Non-State Employees: PDS Training, DAS-HRE, Fax: (515) 242-6450, Phone: (515) 281-5456

For PDS Use Only:

Date Activated: _____ *Complete By:* _____ *Deactivate Date:* _____